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TO : Chief, Basic School

DATE: 6 March 1956

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FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 28 February - 6 March

1. [ ] has completed the Operations Support and reported to assume his duties in the field of logistics. [ ] has been covering requisitioning procedures, including the Headquarters handling of field supply requests. [ ] presents lectures on Logistics in various courses, and [ ] covers the detached station property records. [ ] are both members of the Office of Logistics. [ ] will listen to these lecture presentations and check the available recordings prior to taking over all training lectures on Logistics.

2. The finance handbook was taken to [ ] and then to [ ] of Finance for concurrence. Checks made yesterday indicate the material was given to [ ] and he has turned it over to the Technical Accounting Staff. We are attempting in a "diplomatic" way to retrieve the handbook.

3. The new [ ] changing cable and pouch special indicators did not clearly specify the cancellation of those indicators now in use. We were advised by [ ] (Cable Secretariat) that the old ones are obsolete.

4. [ ] reported on Monday 5 March and is being briefed as requested. To date the coverage has included organization, cables and message writing and dispatches.

5. [ ] met with [ ] Chief Reports, EE to have him check the format of the information reports included in the new Operations Support case.

6. [ ] assisted with the Dependents' Briefing.

7. The [ ] Case has been received from Reproduction.. The reproduction more than full filled our expectations.

8. [ ] has departed for Italy on two months leave.

9. Operations Support #19 ended 2 March.

10. Administrative Procedures #65 began 5 March with an enrollment of 27 students.

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